



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1320.1
B 07-1
25 Jul 02

BATTALION ORDER 1320.1

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR PERMISSIVE TEMPORARY
ADDITIONAL DUTY (PTAD)/UNFUNDED ORDERS

Ref: (a) MCO P1000.6F (ACTS Manual)
(b) MCO P1050.3G

Encl: (1) Example of DD Form 1610
(2) [Example of House-hunting PTAD](#)
(3) [Example of Unfunded Orders](#)

1. Situation. To establish administrative procedures and guidance pertaining to Permissive Temporary Additional Duty (PTAD) for the company level administrative sections throughout the Battalion.

2. Mission. As stated in reference (a), commanding officers are authorized to grant permissive TAD based on the criteria listed.

3. Execution

a. Permissive Temporary Additional Duty (PTAD). PTAD are unfunded (no cost to the government) orders. Permissive orders authorize, rather than direct, individuals to proceed on TAD, and indicate that the travel may be performed at the option of the individual. These orders are issued to permit travelers to be officially absent from duty and to perform travel at their own expense, as necessary, for the purpose indicated in the orders and when the benefit to the service is not sufficient to warrant expenditure of government funds. Commanders will not direct personnel to perform official travel without furnishing transportation or providing reimbursement of transportation expenses. On certain occasions, however, though travel may be desirable from the Marine Corps viewpoint, it may not be sufficiently justifiable to warrant expenditure of travel funds. Under these circumstances, commanders may write an "authorization", permitting the individual addressed to travel, but at no expense to the government for travel and/or per diem. The traveler must voluntarily accept permissive travel orders. Permissive orders must contain the following statement:

25 Jul 02

"These orders are issued with the understanding that no expense to the Government for travel and/or per diem is authorized in their execution. If you do not desire to execute these orders without expenses to the Government for travel and/or per diem, this authorization is revoked."

b. Orders issued in connection with the performance of PTAD for individual athletes and/or team(s) will always be issued in letter format. Permissive orders must not be issued in connection with the performance of official business. They must be accepted voluntarily. Examples of occasions for which PTAD may be granted include:

(1) Participation in athletic events.

(2) Attendance at civilian meetings or meetings of nationally chartered organizations (Boy Scouts of America, Girl Scouts of America, etc.)

(3) Taking of bar or other form of examinations

(4) Allowing a househunting trip to Marines issued PCS orders to any location where government quarters will not be available.

(5) Allowing a househunting trip to Marines authorized to occupy nongovernment quarters at their new PDS upon completion of PCS travel.

(6) Allowing Marines involuntarily separated from the Marine Corps under honorable or general conditions to use benefits to which they are entitled to under the Transitional Assistance Management Program.

(7) Participation in other official or semi-official programs of the Marine Corps which will enhance the members value to the Marine Corps or member's understanding of the Marine Corps and the member's relationship to it.

(8) Paternity PTAD for birth or adoption for up to 10 days.

(9) Recruiting assistance

c. Responsibilities of the Companies. Company commanders are responsible for authorizing permissive TAD for their respective companies. Copies of permissive TAD will be maintained in the respective companies files.

25 Jul 02

(1) Company commanders will ensure that one copy of the orders will be given to Centralized Personnel Administrative Center (CPAC), to properly update the Marine's information in the Unit Diary System.

(2) Company commanders will ensure that Battalion S-1 is given a copy of the request for their records.

d. Unfunded Orders. Unfunded orders are orders executed with no cost to the government, i.e., Sergeant's Course, Advance Course and Staff Academy located at Quantico, VA.

(1) Procedures. The company commanders/company first sergeants must properly screen Marines attending any career level course. Once screened, the company first sergeants will provide proper documentation and screening sheet to S-3. S-3 will submit the request and documentation to S-1 for orders.

(2) Deadline. Request for orders to attend a career level school must be submitted within five working days of reporting.

e. Funded Orders. Marines within the Battalion nucleus may have TAD Orders funded by the Supply Fund Administrator, Mrs. Racquel M. Carandang. The Marine must have a completed DD Form 1610 filled out with the appropriate information.

4. Command and Signal. This Order is effective on the date signed.

S. J. CONBOY
Acting

DISTRIBUTION: A

From: (Marine's Name)
To: OIC/Section Heads

Subj: PERMISSIVE TEMPORARY ADDITIONAL DUTY

Ref: (a) MCO P5000.12D

1. Per the reference, request authorization for permissive TAD for (paternity/house-hunting) for a period not to exceed 10 days:

a. Period of PTAD: 0800, _____ to 2359, _____.

b. My leave address is : _____
Phone Number: () _____

(Signature of Marine)

FIRST ENDORSEMENT

From: (OIC/Section Heads)
To: Company Commander, (Enter Respective Company)

1. Forwarded recommending approval/disapproval.

(Section OIC/Head)

SECOND ENDORSEMENT

From: Commanding Officer, _____
To: (OIC/Section Heads)

1. Approved/disapproved.

(Company Commander)

Copy to:
CPAC
S-1

1326
B 07-1
25 Apr 02

From: Commanding Officer, Headquarters and Service Battalion
To: Gunnery Sergeant J. A. Monroe, 123 45 6789/0193 USMC

Subj: TEMPORARY ADDITIONAL DUTY; SNCO ACADEMY ADVANCE COURSE
CLASS 4-02

1. Delivered. Effective 0800, 30 April 2002 you will stand detached from your present duties. You are directed to report by 2359, 30 April 2002, to Bldg 3078, MCB, Quantico, VA for Temporary Additional Duty (TAD) with the SNCO Academy Advance Course Class 4-02. Your TAD will terminate at 2359, 20 June 2002.

2. These orders are issued with the understanding that there is no expense to the government.

3. Upon completion of this TAD you are to report to the OIC, Personnel Administration Center (Building 2006, second deck) during working hours or with the Area Officer of the Day after 1630 weekdays and during weekends and holidays, before resuming your regular duties. Failure to do so may result in an under payment of subsistence allowances and/or you being an unauthorized absence status.

R. A. WALKER
By direction

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RECEIVING ENDORSEMENT

1. I received these orders at S-1, HQSVCBN, MCB, Quantico, VA at _____ on _____.

2. I certify that I have read and fully understand my orders.

(SIGNATURE/DATE)

Copy to:
Files/CPAC
Mailroom